

PART 1 – SECTION C
SCOPE OF WORK

JANITORIAL SERVICE
New Oakland ATCT and Base Building
STATEMENT OF WORK
November 19, 2012

1. GENERAL:

The service consists of furnishing all the labor, equipment, supplies, insurance, management, supervision and transportation necessary to provide janitorial service at the Federal Aviation Administration's (FAA) new Oakland Air Traffic Control Tower (ATCT) and Base Building located at the Oakland International Airport (OAK) in Oakland, CA in accordance with this Statement of Work (SOW).

2. LEED CERTIFIED AP, OPERATIONS AND MAINTENANCE:

The contractor must have as a member of their permanent management staff a "full time" employee who is LEED Certified as an "Accredited Professional (AP)" in the area of "Operations and Maintenance." The LEED Certified AP must be directly responsible to this contract and be available and responsive to the FAA's questions and concerns at all times. A copy of the LEED Certified AP's certification must be provided to the Contracting Officer (CO) prior to contract award.

3. BUILDING DISCRIPTIONS:

Physical address:

FAA Air Traffic Control Tower
101 Air Cargo Way
Oakland, CA 94621

Air Traffic Control Tower (ATCT):

ATCT height is 218'-9" to control cab, 11 floors including the cab. Space consists of stairways, administrative offices, operational areas, break room, storage rooms, restrooms, closets, workshop area and a tower cab.

Base Building:

13,000 square feet, 2-floors. Space consists of stairways, administrative offices, operational areas, break rooms, equipment rooms, storage rooms, restrooms and closets.

4. CONDUCT OF EMPLOYEES:

- a. The contractor and his/her employees will be subject to all FAA rules and regulations relative to entering and leaving the facility buildings and its perimeter.
- b. All employees must be physically able to do their assigned work and must be free of communicable diseases.
- c. Contractor employees must not disturb papers on desks, open desk drawers, or cabinets, or use telephones, copy machines, or other equipment provided for official Government use.
- d. Contractor employees must report fires, hazardous conditions and items in need of repair such as dead lights, leaking faucets, toilet stoppage, etc.
- e. All personal articles found by contractor employees must be given to the Contracting Officer's Representative (COR). Specified rooms will be locked after cleaning and keys will be returned to the COR.

5. UTILITIES:

- a. Electrical power (at existing power outlets) and hot and cold water will be provided to the contractor for the performance of the work.
- b. The contractor and his/her employees must be responsible for conserving utilities.
- c. Mechanical equipment controls for heating, ventilation and air conditioning will not be adjusted by the contractor or his/her employees.

6. STORAGE SPACE, JANITOR'S CLOSETS AND LOCKER ROOMS:

- a. Space will be assigned to the contractor by the COR for storage of bulk supplies and equipment used in the performance of the work. Failure to keep any of the storage areas in a clean and orderly condition, satisfactory to the COR, may result in withdrawal of the privilege of using such space(s).
- b. If any of the acceptable products to be used on this contract are flammable (Ref: Green Seal standard GS-37), the contractor must supply a storage cabinet suitable for storing flammable supplies. Material Safety Data Sheets (MSDS) must be kept with the materials. A list of such materials with copies of the MSDS sheets will be submitted to the COR.
- c. The Government will not be responsible for damage and/or loss to the contractor's stored supplies, materials, equipment or the personal belongings of the contractor's employees occasioned by fire, theft, and accidents and/or otherwise.

7. INSPECT-PERFORMANCE:

- a. An inspection of all areas and surfaces will be made jointly by the COR and the contractor management (see Frequency Schedule (Attachment A)). The COR must submit written results of each inspection to the Contracting Officer (CO). The results must state either that the findings were

“acceptable”, or that they were “not acceptable.” If the results were not acceptable, detailed findings must be provided.

- b. Upon receipt of written notification by the CO or COR, regarding nonperformance of daily services, the Government may have such work performed by Government employees or others, with cost(s) chargeable to the contractor and deducted from his monthly payment, or appropriate deductions will be made for services not rendered.
- c. Upon receipt of written notification by the CO or COR, regarding nonperformance of other than daily services, the contractor will be given 48 hours to provide the required corrective action. If the contractor fails to provide the corrective action, the Government may have such work performed by Government employees or others, with cost(s) chargeable to the contractor and deducted from his monthly payment, or appropriate deductions will be made for services not rendered.

8. SERVICE SCHEDULE:

- a. Refer to SOW Attachment A (Frequency Schedule) for the frequency of specific cleaning tasks.
- b. Refer to SOW Attachment B (Time Schedule) for the time periods when specific cleaning tasks must be performed.
- c. Holidays observed by the Government employees during the term of the contract are as listed below. No work may be performed on holidays.

New Year's Day	Martin Luther King Day
Washington's Birthday	Fourth of July
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Christmas Day	

- d. If a holiday falls on a Saturday, it is observed on Friday. If a holiday falls on Sunday, it is observed on Monday. No work may be performed on holidays.

9. CORRESPONDENCE:

Proper routing and distribution of correspondence is required to ensure that the Contracting Officer has knowledge of specific actions taken under the contract. The Contractor and the COR must furnish the Contracting Officer a copy of all correspondence.

10. OTHER CONTRACTS:

The Government may undertake or award other contracts for additional work. The contractor must fully cooperate with such other contractors and Government employees and carefully fit his own work to such additional work as may be specified by the COR. The contractor must not commit or permit any act which will interfere with the performance or work by any other contractor or by the Government employees.

11. GREEN CLEANING POLICY:

The purpose of the Green Cleaning Policy is to reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemicals, biological and particulate contaminants, which adversely affect air quality, human health, building finishes, building systems and the environment. The contractor is required to have in place a green cleaning policy for the facility addressing the green cleaning requirements listed below. The contractor must provide a copy of their Green Cleaning Policy to the CO and COR.

- a. Purchase sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria stated in this SOW.
- b. Purchase cleaning equipment meeting the sustainability criteria stated in this SOW.
- c. Establish standard operating procedures addressing how an effective cleaning and hard floor and carpet maintenance system will be consistently utilized, managed and audited. Specifically address cleaning to protect vulnerable building occupants.
- d. Develop strategies for promoting and improving hand hygiene, including both hand washing and the use of alcohol-based waterless hand sanitizers.
- e. Develop guidelines addressing the safe handling and storage of cleaning chemicals used in the building, including a plan for managing hazardous spills or mishandling incidents.
- f. Develop requirements for staffing and training of maintenance personnel appropriate to the needs of the facility. Specifically address the training of maintenance personnel in the hazards of use, disposal and recycling of cleaning chemicals, dispensing equipment and packaging.
- g. Provide for collecting occupant feedback and continuous improvement to evaluate new technologies, procedures and processes.

12. HIGH-PERFORMANCE GREEN CLEANING PROGRAM:

The contractor is required to have in place during the performance period a high-performance cleaning program supported by policy, staffing plans, standard operating procedures and storage procedures that address sustainable and effective cleaning and hard floor maintenance. The contractor's high-performance cleaning program must at a minimum address the items listed below. The contractor must provide a copy of their high-performance cleaning program to the CO and COR.

- a. Provide an appropriate staffing plan.
- b. Implement a training of maintenance personnel in the hazards, use, maintenance, disposal and recycling of cleaning chemical, dispensing equipment and packaging.
- c. Use chemical concentrates with appropriate dilution systems to minimize chemical use wherever possible.
- d. Use sustainable cleaning materials, products, equipment, janitorial paper products and trash bags (including microfiber tools and wipes).

- e. Use sustainable cleaning and hard floor and carpet care products meeting the sustainability criteria outlined in this SOW.
- f. Use cleaning equipment meeting the sustainability criteria outlined in this SOW.

13. EQUIPMENT:

The contactor must supply all powered cleaning equipment necessary to perform the work of the contract as described in this SOW.

When using powered cleaning equipment, the contractor must reduce the exposure of building occupants and maintenance personnel to potentially hazardous chemical, biological and particulate contaminants that adversely affect air quality, human health, building finishes, building systems and the environment. The contractor must use only the following types of equipment in the performance of this contract.

- a. Vacuum cleaners must be certified by the Carpet and Rug Institute "Green Label" Testing Program for vacuum cleaners and operate with a sound level of less than 70dBA.
- b. Carpet extraction equipment used for restorative deep cleaning must be certified by the Carpet and Rug Institute's "Seal of Approval" Testing Program for deep-cleaning extractors.
- c. Powered floor maintenance equipment, including electric and battery-powered floor buffers and burnishers, must be equipped with vacuums, guards and/or other devices for capturing fine particulates and operate with a sound level of less than 70dBA.
- d. Propane-powered floor equipment must have high-efficiency, low-emissions engines with catalytic converters and mufflers that meet the California Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for the specific engine size and operate with a sound level of less than 90dBA.
- e. Automated scrubbing machines must be equipped with variable-speed feed pumps and on-board chemical metering to optimize the use of cleaning fluids. Alternatively, the scrubbing machines use only tap water with no added cleaning products.
- f. Battery-powered equipment must be equipped with environmentally preferable gel batteries.
- g. Powered equipment must be ergonomically designed to minimize vibration, noise and user fatigue.
- h. Equipment must be designed with safeguards, such as rollers or rubber bumpers, to reduce potential damage to building surfaces.
- i. A log must be maintained for all powered cleaning equipment to document the date of equipment purchase and all repair and maintenance activities and include vendor specification sheets for each type of equipment used.
- j. Clean equipment after use (daily if necessary). Check and replace vacuum bags and filters before use. It is recommended that vacuum bags are replaced after every 2-hours of use; clean and reuse filters up to 4-times before discarding.

- k. Equipment found to be broken, misused or ineffective is to be tagged and not used until repaired.

14. CLEANING PRODUCTS AND MATERIALS:

The contractor must implement sustainable purchasing for cleaning materials and products, disposable janitorial paper products and trash bags. Cleaning products and material purchases include items used by in-house staff or outsourced service providers. When purchasing materials or supplies, specify that they must meet 1 or more of the sustainability criteria listed below.

Cleaning products must meet 1 or more of the following standards for the appropriate category:

- a. Green Seal GS-37, for general-purpose, bathroom, glass and carpet cleaners used for industrial and institutional purposes.
- b. Environmental Choice CCD-110, for cleaning and degreasing compounds.
- c. Environmental Choice CCD-146, for hard surface cleaners.
- d. Environmental Choice CCD-148, for carpet and upholstery care.

Disinfectants, metal polish, floor finishes, strippers or other products not addressed by the above standards must meet 1 or more of the following standards for the appropriate category:

- a. Green Seal GS-40, for industrial and institutional floor care products.
- b. Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
- c. Environmental Choice CCD-113, for drain or grease traps additives.
- d. Environmental Choice CCD-115, for odor control additives.
- e. Environmental Choice CCD-147, for hard floor care.
- f. California Code of Regulations maximum allowable VOC levels for the specific product category.

Disposable janitorial paper products and trash bags must meet minimum requirements of 1 or more of the following programs for the applicable product category:

- a. Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
- b. Green Seal GS-09, for paper towels and napkins.
- c. Green Seal GS-01, for tissue paper.
- d. Environmental Choice CCD-082, for toilet tissue.
- e. Environmental Choice CCD-086, for hand towels.
- f. Janitorial paper products derived from rapidly renewable resources or made from tree-free fibers.

Hand soaps must meet 1 or more of the following standards:

- a. No antimicrobial agents (other than as a preservative) except where required by health codes and other regulations (e.g., food service and health care requirements).
- b. Green Seal GS-41, for industrial and institutional hand cleaners.
- c. Environmental Choice CCD-0104, for hand cleaners and hand soaps.

Toilet Seat Covers:

The contractor must supply toilet seat covers for each restroom toilet stall.

Paper towel dispensers:

The contractor must provide 2 each, "enMotion" paper towel dispensers manufactured by Georgia-Pacific. The contractor must coordinate with the COR for a decision as to color of the dispensers. The dispensers will become property of the FAA. The contractor will give the dispensers to the COR and the FAA will mount one each in the employee break rooms. The contractor will be responsible for supplying the paper towels and refilling the dispensers. The contractor will also be responsible for replacing the batteries when necessary.

15. ENTRANCE MATS:

The contractor must supply and maintain mats at all public entry points. The mats must be at least 4 feet wide by 6 feet long in the primary direction of travel to capture dirt and particulates entering the building. The contractor must coordinate with the COR for a decision as to style and color of the entrance mats. The contractor must develop the associated cleaning strategies to maintain those entryway systems as well as exterior walkways within 12 feet of the entrance. Public entryways that are not in use or serve only as emergency exits are excluded from the requirements, as are private offices.

16. SERVICE REQUIREMENTS:

Refer to the following attachments to this SOW:

Attachment A: Frequency Schedule

Attachment B: Time Schedule

- a. REMOVE ALL WASTE: Remove all waste (waste paper, shredded documents, bottles, cups, packing materials, garbage, etc.). This includes but is not limited to, emptying desk side wastebaskets, common area trash containers and recycling bins. Trash and items to be recycled will be disposed of by the contractor in the proper dumpsters provide by the FAA.
- b. WASH WASTEBASKETS: Wastebaskets will be washed, dried, and returned to their original location.

- c. **FURNITURE CLEANING:** All desks, chairs, stands, bookcases, consoles, and other related equipment must be dusted or cleaned with soap and water or commercial cleaner to remove all scuff marks and stains. Dust, lint, and dry soil must be removed with a dust cloth or feather duster from wood furniture so as not to mar or scratch it). All furniture with fabric parts will be cleaned with a solution that will not damage the fabric. Furniture will be free of dust, spots, stains, scuff and other marks that can be removed without refinishing.
- d. **DUST LEDGES, COUNTERS AND OTHER FLAT SURFACES:** All dust, lint, and dry soil must be removed from ledges, counters, and other flat surfaces (including corners and vents) such as moldings, window ledges, frames, shop tables and shelves that are within reach or up to seven feet above the floor. This does not include the operating equipment.
- e. **SPOT CLEAN:** Smudges, fingerprints, marks, streaks, etc. must be removed from washable surfaces of walls, partitions, doors, fixtures, elevator doors, and panels. Doors, hardware, handrails, etc. must be polished with an acceptable sustainable polishing compound. After spot cleaning, surfaces must have a uniform appearance and be free of streaks, spots and other evidence of removed soil.
- f. **CLEAN DRINKING FOUNTAINS:** The tops and sides of the drinking fountains must be cleaned. The adjacent walls must also be cleaned. Surfaces must be free of streaks, spots, or smudges. Polish all stainless steel surfaces with an acceptable sustainable metal cleaner.
- g. **CLEAN LIGHT FIXTURES:** Easily removable (not requiring tools) light fixtures must be cleaned to remove bugs, dirt, dust, grease and other foreign matter. Permanently attached fixtures must be dusted and cleaned in place.
- h. **REPLACE ALL BURNED OUT LAMPS:** The contractor must supply and replace all burned out lamps within the facility. Light bulbs and fluorescent tubes must be replaced "in kind." Burned out light bulbs and fluorescent tubes must be replaced by the exact same brand and model light bulb and fluorescent tube.
- i. **CLEAN RESTROOMS:**
 - I. Clean toilets, toilet seats, urinals, wash basins, and related or associated fixtures, using an appropriate commercial cleaner to remove dirt, stains and scuff marks. An acceptable disinfectant must be used after cleaning of fixtures. Toilets must be deodorized.
 - II. Restroom floors must be wet mopped or damp mopped using a solution containing an approved and sustainable mild disinfectant which does not leave a strong, lasting odor. Floors must have a uniform appearance, with no streaks, swirls, residue, and evidence of soil, stains, film, or standing water.
 - III. Wash all restroom walls and doors using a nonabrasive cleaner. Surfaces must have a clean, uniform appearance, free of spots, streaks and other evidence of removed soil.
 - IV. Clean and fill all restroom dispensers. Dispensers must be free of soil and caked on residue and must be filled routinely to assure a constant, adequate supply of soap and paper products.
 - V. Mirrors must be cleaned with an approved sustainable liquid cleaner, wiped dry and polished until free of smudges and streaks.

j. FLOOR MAINTENANCE:

- I. Hard surface floors: Hard surface floors not having carpet (including hallways, stairways and elevators) or not specified elsewhere as having special flooring, must receive regular floor maintenance. Floor maintenance includes sweeping, dust mopping and damp mopping. Hard surface floors must be free of debris, dirt, visible dust, stains and other foreign matter.
- II. Dry buffing and/or spray buffing: Dry buffing and/or spray buffing will be performed to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety.
- III. Stripping and waxing: Stripping and waxing will be performed to achieve a uniform glossy appearance and be free of scuff marks, heel marks, streaks, detergent residue and other stains or discoloring. All floor maintenance solutions must be removed from baseboards, walls, furniture, trash receptacles, etc. Chairs, desks, trash receptacles, and easily moveable items must be tilted or moved to perform floor maintenance underneath. All moved items must be returned to their proper position when all operations have been completed. Wet floors must be identified with appropriate signs for employee safety.
- IV. Vacuum carpets: After being vacuumed, the carpet must be free of visible dust, litter, lint, paper and soil. The contractor is responsible for spot cleaning of carpet areas, as necessary, to assure uniform appearance of the carpeted area. Spots must be removed as soon as noticed. All tears, burns, unravelings, and other carpet damage must be brought to the attention of the COR.
- V. Shampoo carpets: Carpets must be shampooed with an acceptable sustainable solution and must be free of soil, stains and spots after being shampooed.
- VI. Glass cleaning (other than windows): Includes all glass partitions, interior and exterior glass doors, display cases, directory boards, mirrors, and adjacent trim. Glass will be thoroughly cleaned inside and out, as necessary, to keep it free of finger prints, smudges, streaks, and smears. Only acceptable and sustainable cleaners may be used.
- VII. Window cleaning (including cab windows inside and outside): Glass windows must be washed using such instruments as to assure the cleaning is thorough. Windows must be free of all traces of film, dirt, smudges, water deposits, and other foreign matter. Window frames, casings and sills must be free of spots, dust, dirt, streaks, smudges, water deposits, and other foreign matter.

k. SPOT CLEAN SHADES AND MINI BLINDS:

- I. Shades (other than cab shades) must be damp wiped to remove soil and dust, using an approved sustainable cleaner. Shades must be free of streaks and smudges.
- II. Mini blinds throughout the building are to be dusted, if dusting is insufficient to remove accumulated dirt, blinds must be removed and cleaned with an ultrasonic wash method.
- l. CLEAN REFRIGERATOR: Clean and deodorize refrigerators. Wash the outside of refrigerator removing handprints, dirt and scuff marks. The interior of the refrigerator is to be cleaned with a mild, approved sustainable disinfectant. If necessary the refrigerator will also be defrosted.
- m. CLEAN MICROWAVE OVEN: Clean interior and exterior of microwave oven(s) to remove handprints, soil, and food stains and particles.
- n. CLEAN COUNTERS, SINKS, AND OTHER FIXTURES: An approved sustainable cleaner must be used to remove streaks, stains, smudges, food residue, and other obvious soils. (Includes exterior of refrigerator(s) and ovens.)
- o. CLEAN HAND SANITIZER(S) (Government furnished): Hand sanitizers will be free of dirt and residue. Contractor is to supply approved solutions and replenish all government-installed hand sanitizer units in the facility to assure constant, adequate supply.
- p. HIGH CLEANING (over 7-feet): Ceilings and items which are part of the ceiling (such as light fixtures) and those areas and items not covered in previous paragraphs; overheads, pipes, ducts, air discharge assemblies, tops of lockers and cabinets, windows ledges, exit signs, clocks, venetian blinds. Electronic equipment is excluded. When dusting does not remove accumulated dirt and grime, contractor will wash with an approved sustainable cleaner, resulting in dust free high areas.

The contractor will notify the COR within 1-day of any cleaning which will not remove stains, or barriers to accomplishing contract requirements. The contractor must recommend to the COR an appropriate course of action to correct the problem.

(End of SOW)

SOW ATTACHMENT A

FREQUENCY SCHEDULE

19-Nov-12

REQUIREMENT	SOW SECTION	Times Weekly	Times Monthly	Times Yearly	REMARKS
Inspect-Performance	7		1		More often if requested by COR
Entrance Mats - vacuum	15	7			
Remove all Waste	16, a.	7			
Wash Wastebaskets	16, b.			1	More often if required
Furniture Cleaning	16, c.				As required*
Dust Ledges, Counters and Flat Surfaces	16, d.	7			Low cleaning, below 7 feet
Spot Clean	16, e.	7			
Clean Drinking Fountains	16, f.	7			
Clean Light Fixtures (low cleaning)	16, g.		1		below 7 feet
Clean Light Fixtures (high cleaning)	16, g.			2	above 7 feet
Replace all Burned Out Lamps	16, h.	7			As required*
Clean Restrooms	16, i	7			
Floor Maintenance - Hard Surface	16, j., l.	7			
Hard Surface - Buffing	16, j., ll.		1		
Stripping and waxing	16, j., III			2	
Vaccum Carpet	16, j., IV.	7			
Shampoo Carpet	16, j., V.			3	
Glass Cleaning	16, j., VI.				As required*
Window Cleaning (except cab)	16, j., VII.			2	Inside and outside
Window Cleaning (cab windows)	16, j., VII.		1		Inside and outside
Spot Clean Shades and Mini Blinds	16, k.		1		
Clean Refrigerators	16, l.		2		
Clean Microwave Ovens	16, m.	7			
Clean Counters, sinks, & other fixtures	16, n.	7			
Clean Hand Sanitizers	16, o.	7			
High Cleaning (over 7-feet)	16, p.			2	

* The term "as required" is defined as: "Whenever necessary to maintain a clean, spotless, appearance free of visible dust, dirt, stains, streaks, smudges, fingerprints, water deposits and other foreign matter." It may be everyday or it may be less.

SOW ATTACHMENT B

TIME SCHEDULE

19-Nov-12

REQUIREMENT	SOW SECTION	HOUR START	HOUR FINISH	DAY(S) OF WEEK TASK IS PERFORMED	NOTES
Inspect-Performance	7	0900	1500	First Wednesday of the month	1
Entrance Mats - vacuum	15	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Remove all Waste	16, a.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Wash Wastebaskets	16, b.	0700	1600	First weekend in April	1
Furniture Cleaning	16, c.	1500	2300	As required.	1
Dust Ledges, Counters and Flat Surfaces	16, d.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Spot Clean	16, e.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Clean Drinking Fountains	16, f.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Clean Light Fixtures	16, g.	0700	1600	First weekend of the month	1
Clean Light Fixtures	16, g.	0700	1600	First weekend in April and September	1
Replace all Burned Out Lamps	16, h.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Clean Restrooms	16, i	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Floor Maintenance - Hard Surface	16, j., l.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Hard Surface - Buffing	16, j., ll.	0700	1600	First weekend in April and September	1
Stripping and waxing	16, j., III	0700	1600	First and third weekend of the month	1
Vacuum Carpet	16, j., IV.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Shampoo Carpet	16,j., V.	0700	1600	First weekend in Jan, Apr, and Aug.	1
Glass Cleaning	16, j., VI.	1500	2300	As required	1
Window Cleaning (except cab)	16., j., VII.	0700	1600	First weekend in April and September	1
Window Cleaning (cab windows)	16., j., VII.	0700	1600	First weekend of the month	1
Spot Clean Shades and Mini Blinds	16., k.	0700	1600	First weekend of the month	1
Clean Refrigerators	16., l.	0700	1600	First and third weekend of the month	1
Clean Microwave Ovens	16., m.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Clean Counters, sinks, & other fixtures	16., n.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
Clean Hand Sanitizers	16., o.	1500	2300	Sun, Mon, Tue, Wed, Thr, Fri, Sat	1
High Cleaning (over 7-feet)	16., p.	0700	1600	First weekend in April and September	1

1) Contractor shall coordinate the exact time and date with the COR.